

**Board of Selectmen Agenda  
Municipal Center Resource Room  
Tuesday, February 20, 2024**

**7:00 PM**

- Call to Order
- Pledge of Allegiance
- Chairman Announcements ~ **Tribute to Michael E. Cahill**
- Citizen's Forum

1. Public Hearing / One-Day Liquor License for St. Denis Church – Possible Votes
2. Historical Commission Appointments – Possible Votes
  - Scott Garland
  - Kristi Turgeon
3. Ratify Contract for Assistant Fire Chief Kelly Manning – Possible Votes
4. Moratorium for Roads Final Reading – Possible Votes
5. Sign Presidential Primary Warrant – Possible Votes
6. **Review Spring Town Meeting Warrant Articles – Possible Votes**
7. Grant Acceptance – Possible Votes
  - FY24 Firefighter Safety Equipment Grant
  - FY24 Local Cultural Council Grant
8. Meeting Minutes – Possible Votes
9. Amend TA Contract / Section 7. Benefits Subsection D. – Possible Votes
10. FY25 Budget Discussion – Possible Votes
11. Town Administrator's Report
12. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting
13. Adjournment

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BOARD OF SELECTMEN  
TUESDAY, FEBRUARY 20, 2024  
MEETING MINUTES

Attendance: Chair Kevin Morse, Vice Chair Mike Fitzpatrick, Tim Bonin, Ross Smith, Max Postma, Matt Wojcik Town Administrator, and Lisa Freeman Executive Assistant

Kevin Morse called the meeting to order at 7 PM

(0:05 TS) Pledge of Allegiance

(0:25 TS) Chairman Announcements – Tribute to Michael E. Cahill

TA Wojcik wanted to acknowledge Mike Cahill's selfless dedication to the Town of Douglas. Patrice Rousseau from the Adult Social Center seconded TA Wojcik's sentiments, and stated that Mr. Cahill is a treasure to the town and the center and is always willing to help in any way possible with anything that is needed. TA Wojcik read John Furno's comments about Mr. Cahill and how much he has done for the town, fire department and the highway department. Mr. Furno stressed he is exceptional at what he does, and he is greatly appreciated. Many thanks and appreciation to his service and dedication to the town for so many years.

(8:10 TS) Citizen's Forum - NONE

1. (8:15 TS) Public Hearing – One-Day Liquor License for St. Dennis Church – Possible votes  
The request is for a one-day liquor license for wine and malt for an event on March 16, 2024 from 4pm – 10pm. Tom Descoteaux from St. Denis church stated that is the fourth year they have had this community event.  
(9:35 TS) Motion to open the public hearing made by Mike Fitzpatrick, seconded by Max Postma. The vote passed unanimously.  
(9:50 TS) Motion to close the public hearing made by Mike Fitzpatrick, seconded by Max Postma. The vote passed unanimously.  
(10:40 TS) Motion to approve the one-day liquor license for St. Dennis church for March 16, 2024, made by Tim Bonin, seconded by Ross Smith. The vote passed unanimously.
2. (11:15 TS) Historical Commission Appointments – Possible votes  
There is a current vacancy and the chair is resigning in the next couple of weeks. The BOS also stated that there were openings on the Conservation Commission and Zoning Board if either are interested in joining them as well.
  - Scott Garland
  - Kristi Turgeon(13:25 TS) Motion to appoint Scoot Garland for the current vacancy and Kristi Turgeon contingent upon receiving the second resignation letter made by Mike Fitzpatrick, seconded by Max Postma. The vote passed unanimously.
3. (14:50 TS) Ratify Contract for Assistant Fire Chief Kelly Manning – Possible votes  
Mr. Fitzpatrick would like to have some more time to review the contract because they just received it this afternoon and is requesting to entertain a vote at next meeting. The BOS and TA Wojcik discussed the language of the contract back and forth. Mr. Fitzpatrick's has questions and concerns about the termination of a public employee, how that could affects the budget, and why this contract is different from the Town Administrator contract. TA Wojcik stated for the record that he has come up against many different types of termination issues in previous jobs. Mr. Smith stated that he agrees with Mr. Fitzpatrick and would like to wait until the next meeting to have time to review the contract.

4. (30:35 TS) Moratorium for Roads Final Reading – Possible votes  
Mr. Minarik stated that the only change is the street opening moratorium list and it will be on the Douglas Highway Department website as a separate item on the left-hand side with a drop down menu.  
(33:40 TS) Motion to approve the Moratorium for the Roads made by Mike Fitzpatrick, seconded Tim Bonin. The vote passed unanimously.
5. (34:40 TS) Sign Presidential Primary Warrant - Possible votes  
(35:30 TS) Motion to sign the Presidential Primary Warrant March 5, 2024, made by Tim Bonin, seconded by Mike Fitzpatrick. The vote passed unanimously.
6. (36:00 TS) Review Spring Town Meeting Warrant Articles - Possible votes  
TA Wojcik stated that the Attorney General edited the solar bylaw that was passed over at Town meeting but made a number of suggestions to edit the bylaw to make it more enforceable and more clearly and completely square with the Dover Amendment and other things that affect the use of land for solar. When this came to town meeting the report of the Planning Board wasn't delivered and the item was passed over, but it is the professional judgment of Town Counsel and the town's administration that these edits from the Attorney General are important and will make this a better bylaw.  
(39:10 TS) Motion to send the article to the Planning Board made by Ross Smith, seconded by Mike Fitzpatrick. The vote passed unanimously.
7. (39:30 TS) Grant Acceptance – Possible votes
  - FY24 Firefighters Safety Equipment Grant – Assistant Fire Chief Kelly Manning stated that they received approximately \$15,300 that will be used to purchase 14 to 15 sets of wildland firefighting gear.  
(43:00 TS) Motion to accept the \$15,300 FY24 Firefighters Safety Equipment Grant made by Tim Bonin, seconded by Max Postma. The vote passed unanimously.
  - (43:25 TS) FY24 Local Cultural Council Grant – The town received \$8,100 for local cultural projects.  
(44:20 TS) Motion to accept the \$8,100 FY24 Local Cultural Council grant made by Max Postma, seconded by Mike Fitzpatrick. The vote passed unanimously.
8. (44:40 TS) Meeting Minutes – Possible votes  
(46:00 TS) Motion to approve the meeting minutes of December 5, 2023, made by Tim Bonin, seconded by Mike Fitzpatrick. The vote passed unanimously.  
(46:55 TS) Motion to approve the site walk meeting minutes of December 23, 2023, made by Max Postma, seconded by Ross Smith. The vote passed unanimously.
9. (47:20 TS) Amend TA Contract, Section 7. Benefits Subsection D. – Possible votes  
Mr. Fitzpatrick brought this to the attention of the BOS that there should be an amendment to the TA contract due to the inconsistency of the charging stations not working more often than they are working and TA Wojcik's inability to charge his electric vehicle. TA Wojcik stated for the record that he did not seek this, but believes that is fair and long before he purchased an electric vehicle the town entered into a contract in association with a grant that funded most of the expense of installing those chargers. As a condition of that grant, all four chargers must be maintained and in operational status. When they are working there are quite a few people in town that use them. This amendment is to compensate TA Wojcik when the chargers are down.  
(53:30 TS) Motion to accept the amendment to the Town Administrator's contract regarding the EV charger compensation in section 7, benefits subsection D, made by Ross Smith, seconded by Max Postma. The vote passed unanimously.

10. (54:05 TS) FY25 Budget Discussion – Possible votes

TA Wojcik stated that procedurally this year the Finance Committee asked that its role be to edit and polish this document as it progressed. He stated that he had doubled the increase for BVT from last year from 4.6% to 9.5% and Dr. Fitzpatrick has since corresponded that he needs a 13.5%. This will most likely come out of the amount that was in the budget not being balanced to zero in order to have some money to put towards the highway barn project. The town received information that BVT wants to put articles on the town meeting warrant for a stabilization account, and 10 million dollars for a new roof & HVAC. TA Wojcik went over other discrepancies with the budget. He considers his preliminary budget to be closed, so he will take memos from department heads that list all the requests received after that close of the budget for the Finance Committee to consider and the BOS will get the same list.

11. (1:04:40 TS) Town Administrator's Report

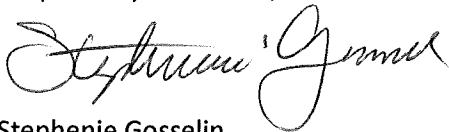
TA Wojcik is going to start moving towards paying attention to the Master Planning process and urges the school committee to choose their representative as soon as possible. The Master Plan Committee would like to get the ball rolling with scheduling meetings.

12. (1:06:05 TS) Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting.

Mr. Bonin let Mr. Morse know that it has been nice to serve with him on the BOS, and that he will be missed and has appreciated his work and accomplishments for the town. TA Wojcik stated his appreciation for Mr. Morse as BOS chairman, his open mindedness, addressing the public in a leadership role and his support throughout these years, and wishes him the best in the future. Mr. Morse stated that it has been an honor and privilege to serve in this capacity.

(1:11:10 TS) Motion to adjourn the meeting made by Ross Smith, seconded by Tim Bonin. The vote passed unanimously.

Respectfully submitted,



Stephenie Gosselin  
Recording Secretary